

The University of Akron
High-Risk International Travel Exception Request Form

*For destinations with U.S. Department of State Travel Advisory **Level 3 or 4, Reconsider Travel, or Do Not Travel** warnings and destinations rated as **Level 4/Do Not Travel** by the CDC.*

Include this completed form in your Travel Registry submission or send separately to rkb@uakron.edu after completing the Travel Registry.

Name:

Today's Date:

Destination(s):

Departure Date:

1. What are the **compelling** academic or business reasons to travel to this specific location?

Click or tap here to enter text.

1a. STUDENT TRAVELERS ONLY: Will the program or research abroad count as credit toward your degree? Yes No

2. Alternatives:

(a) What alternative sites or virtual modes were considered?

Click or tap here to enter text.

(b) Why will these other sites or modes not meet the academic or business needs?

3. In which cities/areas will you be traveling in the country?

Click or tap here to enter text.

4. How will you mitigate risks during travel?

a. **Accommodations** – where will you be staying, and how did you select this location?

Click or tap here to enter text.

b. **Transportation** – how will you get to/from your accommodations and activity sites? Is your transportation plan aligned with guidance from [DOS](#), [International SOS](#), and [OSAC Country Security Reports](#)?

Click or tap here to enter text.

c. Government approval – have you secured any necessary approvals from government officials at your destination for your planned activities?

Click or tap here to enter text.

d. What other security measures will you put in place?

Click or tap here to enter text.

5. Describe your experience traveling internationally.

Click or tap here to enter text.

6. Describe your travel experience at this destination, if any.

Click or tap here to enter text.

7. Do you have any relatives or close ties in this area? (If yes, describe relationship)

Click or tap here to enter text.

8. What is your familiarity level with the primary language where you plan to travel?

- None
 Elementary proficiency
 Minimum social/professional proficiency
 High level social/professional proficiency
 Fluent

9. If you are not fluent in the language of your destination, will you have consistent access to an interpreter? Click or tap here to enter text.

Additional Items for Student Organizations leading travel abroad:

10. Check here to confirm you have received approval from the [SOuRCe](#)
11. Attach a detailed travel itinerary
12. Check here to confirm your student leaders have reviewed UA's emergency plan for international group travel (contact Robyn Brown at rkb@uakron.edu for a copy of this document)

Additional Items for Faculty Directors leading travel abroad:

13. Check here to confirm you have reviewed UA's emergency plan for international group travel (contact Robyn Brown at rkb@uakron.edu for a copy of this document)
14. Attach a detailed travel itinerary

What happens after you submit this form:

1. **REVIEW:** The International Center will convene the International Travel Review Committee (via email or Teams) to make a decision. The committee includes representatives from Risk Management, Office of General Counsel, Office of Academic Affairs, Environmental Health & Occupational Safety, and the International Center. Student Affairs is included when the request involves a student. Additional details may be requested from the traveler when needed.
2. **NOTIFICATION:** The International Center will notify the potential traveler of the committee's decision.

- a. Approved travelers must then submit an Acknowledgment & Assumption of Risk form.
 - Upon receipt of the form, the International Center will provide the traveler with an insurance confirmation letter, information about International SOS services, and a link to cybersecurity guidance.
- b. When an exception request is denied, the International Center will inform the individual by email and copy the department chair on the message.